



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

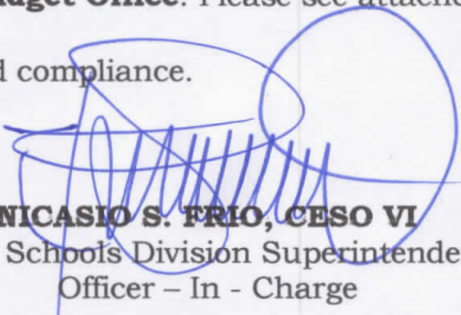
DIVISION MEMORANDUM  
No. 269, s. 2022

**JULY 05, 2022**

**ADDITIONAL SCHOOL MAINTENANCE AND OTHER OPERATING  
EXPENSES (MOOE) FOR ELEMENTARY AND JUNIOR HIGH SCHOOL  
FOR THE IMPLEMENTATION OF THE PROGRESSIVE EXPANSION OF  
FACE-TO-FACE LEARNING MODALITY**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
All Others Concerned

1. As per Regional Office Memorandum Nos. 203 & 305 s. 2022 titled Approval of Additional Recommended Schools for the Expansion Phase of the Limited Face-to-Face Classes, the Regional Office issued Letter Release Order No. ROVI-2022-433 & 607 to cover funding requirements for the Implementation of the Progressive Expansion of face-to-face learning modality.
2. A list of Elementary and Junior High School for additional MOOE is attached to this Memo.
3. In view thereof, please submit Annual Procurement Plan (APP), Project Procurement Management Plan (PPMP) and Monthly Cash Program (MCP) **on or before July 15, 2022 to the Budget Office**. Please see attached format.
4. For widest dissemination and compliance.

  
**NICASIO S. FRIO, CESO VI**  
Asst. Schools Division Superintendent  
Officer - In - Charge



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental  
Telephone Number: 471-2004 | 471-2003  
E-mail: kabankalan.city001@deped.gov.ph



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**LIST OF SCHOOLS FOR THE IMPLEMENTATION OF THE PROGRESSIVE  
EXPANSION PHASE OF LIMITED FACE-TO-FACE**

**A. Elementary School**

<b>School</b>	<b>Amount</b>
1. Matama ES	50,000.00

**B. Junior High School**

<b>School</b>	<b>Amount</b>
1. Kabankalan NHS	50,000.00
2. Pinaguinpinan NHS	50,000.00
3. Carol-an NHS	50,000.00



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NAME OF SCHOOL  
 ADDRESS OF SCHOOL  
 NAME OF DISTRICT

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FY 2022**  
*(Progressive Expansion of Face-to-Face Learning Modality)*

Code	General Description	Estimated Budget	Schedule / Milestone of Activities												Total
			January	February	March	April	May	June	July	August	September	October	November	December	
	<b>MOOE</b>														
Item A.	Travelling Expenses														
A.1	Travel Expenses - Local														
Item B.	Training														
B.1	Training and Seminar														
Item C	Supplies and Materials Expenses														
C.1	Common-Use Supplies and Materials														
C.2	Fuel Expenses														
C.3	Others Supplies and Materials														
Item D	Utilities Expenses														
D.1	Water Expenses														
D.2	Electricity Expenses														
Item E.	Communication Expenses														
E.1	Mobile Loads														
E.2	Landline														
E.3	Internet Subscriptions														
E.4	Cable Subscriptions														
Item F.	Repair and Maintenance - SB														
F.1	School Building														
F.2	Labor														
Item G	Repair and Maintenance - ICT														
G.1	ICT Repair														
Item H.	Fidelity Bond														
H.1	Fidelity Bond														
Item I.	General Services														
I.1	Other General Services														
	<b>Grand Total</b>														

**\* Note: Amount per month must tally with PPMP.**

Prepared by:

Name of Principal  
 \*designation\*

Reviewed:

Name of PSDS  
 \*designation\*

Allotment Available:

LYN ROSE E. OTEA  
 Administrative Officer V / Budget

Recommending Approval:

LEA C. BELLEZA EdD  
 OIC - ASDS

Approved:

NICASIO S. FRIO, CESO VI  
 OIC - SDS





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**(DISTRICT) \*center, in capital letters & bold**  
**(NAME OF SCHOOL) \*center, in capital letters & bold**

**NICASIO S. FRIO, CESO VI**  
 Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

Sir,

May I respectfully request for the release of **\*amount in words\* (amount in numbers)** School MOOE Budget for the Month of \_\_\_\_\_ **2022**.

Below are the details of the School's MCP for the month of \_\_\_\_\_ **2022**.

MONTHLY CASH PROGRAM			
PROGRAMS/PROJECTS/ACTIVITIES	AMOUNT	TOTAL	REMARKS
a. Supplies and Materials (solely for office supplies and materials)	xxxx	xxxx	
b. Other Supplies and Materials (including tarps, photocopies/reproduction of test papers, etc)	xxxx	xxxx	
c.. Repairs and Maintenance (materials and labor for repair, specify the repair, must be implemented jan-may only)	xxxx	xxxx	
d.. Other General Services (including clerk, utility, security, and watchman, don't itemized)	xxxx	xxxx	
e. Other Operating Expenses			
1. Travelling	xxxx		
2. Training (includes registration of seminars attended, INSET (summer/midyear)	xxxx		
3. Water	xxxx		
4. Electricity	xxxx		
5. Mobile	xxxx		
6. Telephone	xxxx		
7. Internet	xxxx		
8. Fidelity	xxxx	xxxx	
<b>Total</b>		xxxx	

Prepared by:

Noted by:

**Name of Principal**  
 \*designation

**Name of PTA Pres.**  
 \*designation

**Name of Teachers League Pres**  
 \*designation

Certify Allotment Availability:

Certify Cash Availability:

Recommending Approval:

**LYN ROSE E. OTEA**  
 Budget Officer III

**MERALIE MAE B. GUALDRAPA, CPA, MBA**  
 Accountant III

**Name of PSDS**  
 \*designation

Approved by:

**NICASIO S. FRIO, CESO VI**  
 Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent